

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY DENTAL ACTIVITY  
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum  
No. 1-2

25 September 1998

Administration  
COMMAND INSPECTION PROGRAM

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1. HISTORY. This is a revision of an existing publication.

2. PURPOSE. This memorandum establishes policy and outlines responsibilities and procedures for this headquarters.

3. SCOPE. This memorandum applies to all organizational elements under the control of USA DENTAC.

4. REFERENCE. U.S. Army Dental Command Commanders' Guide, 1 April 1998 (as modified 28 Sep 98, doc ID: 8AU1501f.doc).

5. POLICY. To prescribe the policies of the DENTAC Command Inspection Program. The Command Inspection Program will focus on dental clinic operations and unit administration and will use the U.S. Army Dental Command Commanders' Guide.

6. RESPONSIBILITIES.

a. The DENTAC commander will:

(1) Conduct the annual inspection of the dental company.

(2) Perform an inspection of the dental detachment within 90 days after a change of detachment command.

b. Detachment commander or his designee will conduct a monthly barracks inspection.

c. Clinic OIC and NCOIC will ensure the dental clinic is operating in accordance with current dental policies and regulations and prepared for inspection at any time.

d. Persons designated by the commander to conduct an inspection will:

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This memorandum supersedes DENTAC Memo 1-201, 11 Aug 95

(1) Conduct the inspection(s) in accordance with the Commanders' Guide.

(2) Report findings to the DENTAC commander within 5 working days after the inspection.

6. PROCEDURES. The DENTAC Command Inspection Program will consist of command and staff inspections.

a. Command inspections will consist of formal inspections of the detachment conducted by the DENTAC commander annually and within 90 days of a change of detachment command.

b. Staff inspections will consist of no less than 12 formal inspections per year (1 each month), each focused upon a particular area of concern or operations. For planning purposes, the following areas will be inspected during the month indicated. However, the commander may elect to conduct an unannounced inspection of any area at any time. A detailed checklist for each area is included in the designated appendix to this memorandum. (The number in the index column of each appendix is a reference to the page and paragraph in the 1998 Commanders' Guide.)

(1) January	Dental Health	Records
Management	Appendix IX	
(2) February	HAZCOM/Infection Control	Appendix X E, F
(3) March	DENTAC Administration	Appendix I
(4) April	Unit Administration	Appendix I
(5) May	Training/CHE	Appendix
VI		
(6) June	Precious Metals/Sensitive Items	Appendix IV C, D
(7) July	Safety/Occupational Health	Appendix I T, X I
(8) August	EO/EEO	Appendix I R, S
(9) September	Logistics	Appendix IV
(10) October	Quality Improvement/Credentials	Appendix II

(11)	November	Clinic Operations	Appendix X
(12)	December	Reserve Affairs/Mobilization/ Security	Appendix III, V, VII

The proponent of this publication is the Office of the Commander. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, Arizona 85613-7040

//Original Signed By//

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